

CITY COUNCIL REPORT
PUBLIC

DATE: November 7, 2016

TO: Mayor and Council Members

FROM: Daniel Folke, AICP, Planning Director

CC: Josh Copley, City Manager; Barbara Goodrich, Deputy City Manager; Mark Landsiedel, Community Development Director

SUBJECT: Planning and Development Service Reorganization

With the vacancy in the Comprehensive Planning and Code Administrator position, Planning and Development Services took the opportunity to examine how the code is being managed. We want to explore ways we can be more responsive to the needs of the community and organization. The Comprehensive Planning and Code Administrator position was a Program Manager that not only was responsible for providing code interpretations, preparing and presenting code amendments but also had two direct reports, the Comprehensive Planning Manager and the Code Compliance Manager. The approved reorganization eliminates the Comprehensive Planning and Code Administrator position and creates a Zoning Code Manager position within the Current Planning Program. In addition to a new job description and moving the position into the current planning program, the position was reclassified from a Range 15 to a Range 14.

As practitioners, current planners use the code every day when reviewing a variety of applications. The current planning group meets on a weekly basis to review current applications and implementation of the code. It was difficult to always include the Code Administrator because the position had responsibilities with other programs supervising the Comprehensive Planning Manager and Code Compliance Manager. Placing the Zoning Code Manager within the Current Planning Program allows the position to be fully integrated with the daily work of the Planning Development Managers, who, given their single-point-of-contact role, are the primary implementers of the code.

The Zoning Code Manager will be responsible for drafting and presenting code amendments, preparing code interpretations, variance requests and working with code compliance on code administration. The position will be responsible for managing a code team comprised of city employees from a number of divisions who are involved in development review. The code team will identify and review proposed

amendments. The position will also work closely with the public to identify and draft amendments that implement the Goals and Policies of the Flagstaff Regional Plan 2030 as well as meet the intent of the zoning code. In order to fully understand how the code is working, the Zoning Code Manager will complete administrative permit and site plan reviews, as well as process current planning applications as available. The Comprehensive Planning Manager (Sara Dechter) and Code Compliance Manager (Reggie Eccleston) will report directly to the Planning Director.